

## STAFF DEVELOPMENT FORM

### REQUEST FOR AUTHORIZATION TO ATTEND CONTINUING AND PROFESSIONAL EDUCATION COURSES

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Check one:**     CSU Employee     Board of Regents Employee     CSU Cont. Ed. Instructor

**Department** (if a CSU Employee): \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

*I request permission to attend the following course(s):*

COURSE NUMBER	COURSE TITLE	LOCATION	DATE & TIME

All full-time faculty and staff employed at least 6 months with a Board of Regents affiliated college or university may attend continuing education courses on a space available basis, at a reduced registration course fee. However, the employee is responsible for the purchase of text books, materials and other supplies. This request must be approved by the employee’s immediate supervisor and forwarded to Continuing and Professional Education (CaPE) for approval and placement on the waiting list for the course. **Please contact CaPE at 678-466-5118 24 hours before the first class session to verify space availability and approval.** Please note that if the class is full, the request will not be approved.

**Staff using professional development funds must enroll in job related training courses at CaPE**

\_\_\_\_\_  
**Employee’s Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Supervisor’s Signature**

\_\_\_\_\_  
**Date**

You may email this form to [ce@clayton.edu](mailto:ce@clayton.edu) or fax to (678) 466-5089. Thank you!

**FOR CONTINUING AND PROFESSIONAL EDUCATION USE ONLY**

**Approved**

**Disapproved**